

# NCBE PORTAL REGISTRATION USER MANUAL

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# 1. Main Steps



## 2. Preamble

The Saudi National Committee of Bioethics (NCBE) requires all research team members working with human-related materials or data, plants, and animals (vertebrates and cephalopods) to complete an ethics course before a research proposal can be approved ([Art. 10.17 'Living Creatures Act'](#)).

The NCBE offers this course online, allowing you to complete it at your own pace. The training session takes approximately 25–30 minutes, followed by a 10–15-minute quiz. You can pause the presentation and resume it later as needed.

To access the course, you must register as a researcher with the NCBE by creating an account and completing a registration form. This registration form will be reviewed and approved by the NCBE before you can access and complete the online course.

This document provides step-by-step instructions for this process.

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## 3. Document Checklist

The following documents must be ready before you start your registration form:

### Mandatory

- ✓ National ID/ Iqama Number
- ✓ Bachelors, Master's or PhD Qualification Certificates\*
- ✓ Proof of your work-related experience\*\*
- ✓ Brief personal statement describing your interests, goals, and future research plans
- ✓ A copy of your CV in English\*

### Optional

- ✓ Profile picture\*\*
- ✓ List of your publications, including **citation** and **DOI** details
- ✓ List of your contributions to conferences and patents
- ✓ List of the organization where you serve as a consultant and a brief description of your duties
- ✓ List of your membership organization name, your membership number and the start/end dates.

\* Accepted file types: .pdf, .docx, .doc Max file size: 1MB

\*\*Accepted picture characteristics: 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

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## 2. Creating an account in the NCBE Portal

1. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>), then click on **'Create an account'**:



2. Complete ALL fields (**mandatory**), including:
  - Organization Type: Universities
  - Universities/Organization: King Abdullah University for Science and Technology
3. Once you have completed ALL fields, and tick the certification of reading, click **'Register'**.

The screenshot shows the NCBE Portal registration page. On the left, there is a sidebar with the NCBE logo and a 'set up committee' section. A yellow arrow points from the 'Register' link in the navigation menu to the right. The right side of the page shows a registration form with fields for 'Organization Type', 'Universities/Organization', 'User name', 'Email address', 'Password', 'Confirm password', and 'Mobile number'. A red box highlights the 'Register' button in the navigation menu.

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### 3. Activate your NCBE account

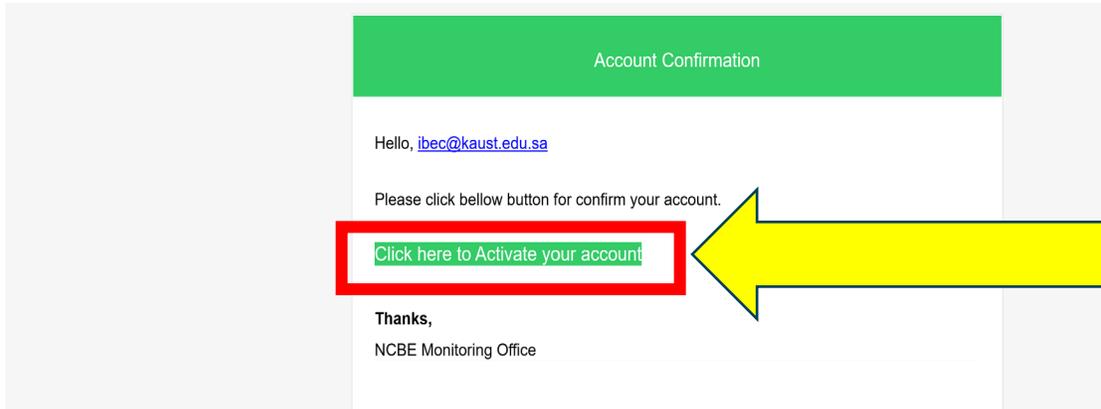
1. You will receive an email from NCBE ([no-reply-NCBE@kacst.gov.sa](mailto:no-reply-NCBE@kacst.gov.sa)) to activate your account. Check your **SPAM inbox** not miss this email.
2. Click on the **green link** to activate your account.

[EXTERNAL] Confirm your account

 no-reply-NCBE@kacst.gov.sa  
To Institutional Biosafety and Bioethics Committee

 Reply  Re

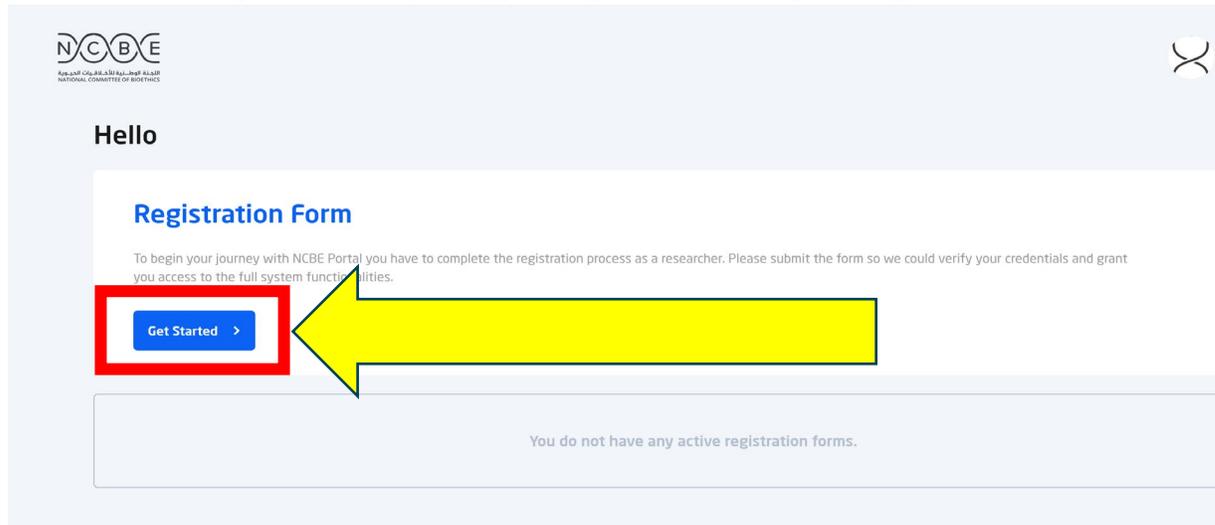
 If there are problems with how this message is displayed, click here to view it in a web browser.



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## 4. Access your Registration Form

1. Once you have activated your account through the email received from NCBE ([no-reply-NCBE@kacst.gov.sa](mailto:NCBE@kacst.gov.sa)), you will have access to your NCBE account as a Researcher. Check your **SPAM inbox** not miss this email.
2. You will be ready to start completing your registration form by clicking '**Get Started**':



3. You must complete the following stages of the registration form to be able to submit your registration for NCBE approval:



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## 5. Save your Registration Form as a Draft

You can save your application by clicking ‘**Save as Draft**’ at any time.

The screenshot displays the NCBCE Registration form interface. At the top left is the NCBCE logo with the text 'The National Council of Board Examiners'. Below the logo is the title 'Registration form'. A progress bar at the top shows steps 01 through 09, with step 01 highlighted in blue and labeled 'Personal details'. The main content area is divided into sections: 'Profile photo' and 'General Information'. The 'Profile photo' section includes a circular placeholder for a photo, an 'Upload photo' button, and a note: 'Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB'. The 'General Information' section is partially visible. At the bottom right of the form, there are two buttons: 'Save as Draft' (highlighted with a red box) and 'Continue >' (a blue button with a right-pointing arrow). A large yellow arrow points from the left towards the 'Save as Draft' button.

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## 6. Return to your Draft Registration Form

1. You can return to your application at any time.
2. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>)
3. Enter your email and password, then click **'Sign in'**.

**NCBE**  
RESEARCH ORGANIZATION FOR ETHICAL REVISION  
NATIONAL COMMITTEE OF BIETHICS

**set up committee**  
Add a new local committee with in the organization to monitor ethical review processes  
[Register committee](#)

**Sign in**

Login to NCBE Portal to easily manage the ethical reviews online.

User name Email  
Type username    
Username or Email is required

Password  
Type password   
Password is required

Remember me [Forgot password or user name >](#)

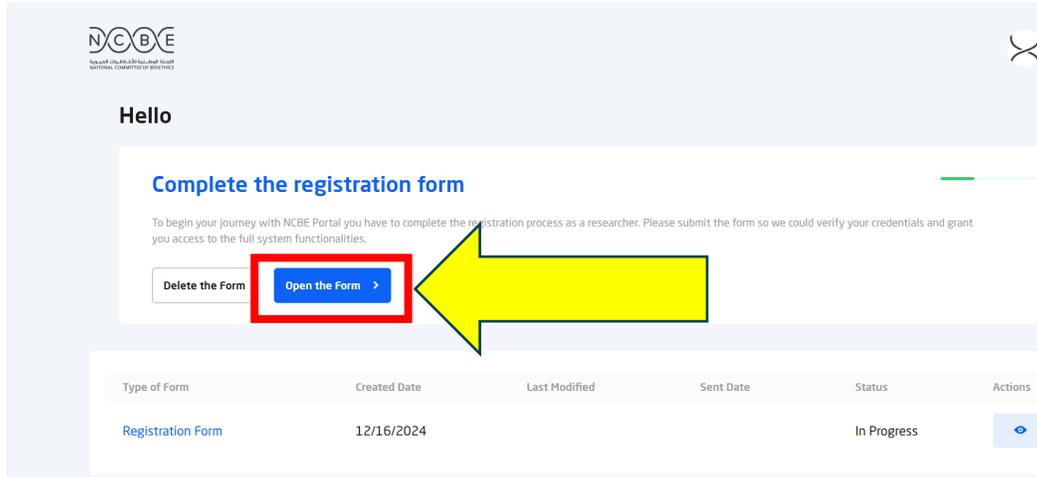
[Sign in](#)

[New to NCBE Portal? Create an account >](#)

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## 7. Complete your Registration Form

1. Once you have signed into the NCBE Portal, click **'Open the Form'** to populate/continue populating your registration form.



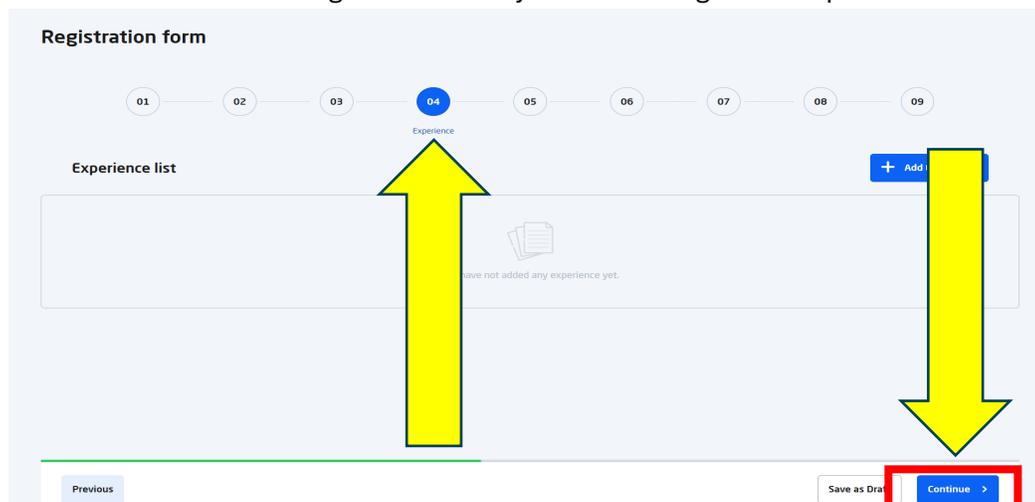
The screenshot shows the NCBE Portal dashboard. At the top left is the NCBE logo. Below it, the text "Hello" is displayed. The main heading is "Complete the registration form". Below this heading, there is a paragraph of text: "To begin your journey with NCBE Portal you have to complete the registration process as a researcher. Please submit the form so we could verify your credentials and grant you access to the full system functionalities." Below the text, there are two buttons: "Delete the Form" and "Open the Form". A yellow arrow points to the "Open the Form" button. Below the buttons, there is a table with the following columns: "Type of Form", "Created Date", "Last Modified", "Sent Date", "Status", and "Actions". The table contains one row: "Registration Form", "12/16/2024", "", "", "In Progress", and an eye icon.

2. You must complete the following stages before submitting your registration for NCBE approval:



The screenshot shows the "Registration form" progress bar. The stages are: 01 Personal details, 02 Contact Information, 03 Qualifications, 04 Experience, 05 Publications and Patents, 06 Consulting Memberships, 07 Interests, 08 Attachments, and 09 Summary. Stage 01 is highlighted in blue.

3. You can move from one stage to another by either clicking on the top numbers or 'Continue'



The screenshot shows the "Experience list" section. At the top, there is a progress bar with stages 01 to 09. Stage 04 is highlighted in blue. Below the progress bar, there is a heading "Experience list" and a large empty box with a document icon and the text "You have not added any experience yet." To the right of the box is a "+ Add" button. At the bottom of the page, there are two buttons: "Previous" and "Continue". A yellow arrow points to the "Continue" button.

# Stage 1: Personal Details



## Registration form



1. A profile picture can be uploaded to your profile **(OPTIONAL)**.  
Image characteristics 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

### Profile photo



Upload photo

Image should be at least 400 x 400px as a .jpg, .png, .bmp or .gif file. Max file size: 2MB

2. Please complete all required fields marked **in red**.

### General Information

Title

✓

First name (English)

✗

First name is required

First name (Arabic) (optional)

Middle name (English) (optional)

Middle name (Arabic) (optional)

Last name (English)

✗

Last name is required

Last name (Arabic) (optional)

Full name (English)

Full name (Arabic) (optional)

Date of birth

📅

Birth date is required

Gender

  
Male  
Female

Gender is required

### National ID / Iqama ID

Nationality

✓

Nationality is required

### Organization

Organization type

Organization

Are you Saudi Resident

✓

College name / Department

✗

College name is required

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## Stage 2: Contact Information



Please complete all required fields marked **in red**.

### Email

### Alternative email address

Alternative email is required

### Address details

#### Address

Address is required

#### Postal code

Postal code is required

#### City

City is required

#### Region (optional)

#### PO Box (optional)

#### Nationality

Nationality is required

### Contact details

#### Phone Office number

Phone / Office number is required

#### Ext. (optional)

#### Fax number (optional)

#### Mobile number

Mobile number is required

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## Stage 3: Qualifications

Qualifications list + Add new qualification

You haven't added any qualifications yet.

1. Click on **'Add New Qualification'** for every bachelor, Master's or PhD certificate you would like to register.
2. Please complete all required fields marked **in red** with special attention to the following fields:
  - **Specialization:** choose among scientific, medical, social and other.
  - **Type:** choose among Bachelors, Master's or PhD.
  - **University:** all Saudi universities are available in the drop-down list. Select **'Other'**, for non-Saudi universities.
3. Please attach proof of your qualification certificate. Accepted file types: .pdf, .docx, .doc Max file size: 1MB
4. Click **'Add'** to save your information.
5. Repeat the above to upload every certificate.

### Add new qualification

**Specialization** (circled in red)  
Select [dropdown] ✓  
Specialization is required

**Year of graduation**  
Type year of graduation [input] ✗  
Year is required

**Education type**  
Choose education type [dropdown] ✓  
Education Type is required

**Type** (circled in red)  
Choose type [dropdown] ✓  
Type is required

**Grade**  
Choose grade [dropdown] ✓  
Grade is required

**Country**  
Select [dropdown] ✓  
Country is required

**University** (circled in red)  
Select [dropdown] ✓  
university is required

**Certificate**  
Drag and drop here or [Browse files](#)

Accepted file types: .pdf, .docx, .doc Max file size: 1MB  
Certificate is required

**Add** (button circled in red, pointed to by a yellow arrow)

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## Stage 4: Experience



Experience list + Add Experience



You have not added any experience yet.

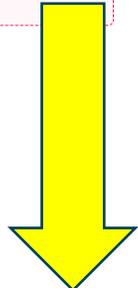
1. Click on ‘**Add Experience**’ to list your work-related experience.
2. Please complete all required fields marked **in red**.
3. Please attach proof of your experience. Accepted file types: .pdf, .docx, .doc Max file size: 1MB
4. Click ‘**Add**’ to save your information.
5. Repeat the above to enter every work-related experience. **Please note:** if you don’t have any certificates for past experiences, we recommend that you don’t list it, as an upload is required when an end date is entered.

### Add Experience

<b>Job Title</b> <input type="text" value="Type job title"/> <span style="float: right;">✕</span> <small>Job title is required</small>	<b>Start date</b> <input type="text" value="MM/DD/YYYY"/> <span style="float: right;">📅</span> <small>Start date is required</small> <input type="checkbox"/> This Is My Current Job	<b>End date</b> <input type="text" value="MM/DD/YYYY"/> <span style="float: right;">📅</span>
<b>Employer</b> <input type="text" value="Type employer"/> <span style="float: right;">✕</span> <small>Employer is required</small>	<b>Experience</b> <div style="border: 2px dashed #ccc; padding: 20px; text-align: center;"><p>Drag and drop here Or <a href="#">Browse files</a></p></div> <p><small>Accepted file types: .pdf, .doc, .docx. Max file size: 1 MB Certificate is required</small></p>	
<b>Address</b> <input type="text" value="Type address"/> <span style="float: right;">✕</span> <small>address is required</small>	<b>Responsibilities (optional)</b> <input type="text" value="Type responsibilities"/>	

Cancel **Add**

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## Stage 5: Publications and Patents (OPTIONAL)



1. List your **publications** by entering both the **citation** and **DOI** details.
2. You can also list your contributions to conferences and patents.
3. Then click on the **blue tick** to save the details (**IMPORTANT STEP**).
4. Repeat the above for each entry.

### Publications (optional)

Citation details DOI

Type citation details (e.g. authors, year, title, journal, volume, page number) Type DOI

### Conference proceedings (optional)

Citation details

Type citation details (e.g. authors, year, title, conference)

### Patent and publications (optional)

Citation details

Type citation details (e.g. authors, year, title, publisher)

### Patents (optional)

Year	Issuing authority	Description
Type year	Type issuing authority	Type description <input checked="" type="checkbox"/>

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## Stage 6: Consulting and Memberships (OPTIONAL)



1. Click on the **blue icons** to list your consultancy posts and memberships.

The screenshot shows two sections: 'Consultants (optional)' and 'Memberships (optional)'. To the right of each section is a blue button with a white plus sign and the text '+ Add new consultant' and '+ Add new membership' respectively. A large yellow arrow points from the left towards these buttons.

2. List the organization where you serve as a consultant and a brief description of your duties.
3. Enter the organization name where you hold membership, your membership number and the start/end dates.
4. Then click on '**ADD**' to save the details.
5. Repeat the above for each entry.

### Add new consultant

The form for adding a new consultant has three main sections: 'Organization name' with a text input field and a red 'x' icon, 'Country' with a dropdown menu showing 'Choose country' and a green checkmark, and 'Description' with a large text area and a red 'x' icon. Red error messages are visible below each field: 'Organization name is required', 'Country is required', and 'Description is required'.

Cancel Add

### Add new membership

The form for adding a new membership has five main sections: 'Organization name' with a text input field and a red 'x' icon, 'Membership number' with a text input field and a red 'x' icon, 'Start Date' with a date picker showing 'MM/DD/YYYY' and a red 'x' icon, 'End Date' with a date picker showing 'MM/DD/YYYY' and a red 'x' icon, and a checkbox labeled 'This is my current membership'. Red error messages are visible below the first three fields: 'Organization name is required', 'Membership number is required', 'Start date is required', and 'End date is required'.

Cancel Add

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## Stage 7: Scientific Interests

1. Please describe what your interests, goals and future research plans are which would help NCBE in evaluating your application.

- **Scientific interests:** personal statement is a **required field**.
- **Current activities** (optional)
- **Keywords** in the field of specialization (optional)

Scientific interests

Type personal statement

✖

Personal statement is required

Current activities (optional)

Type current activities

Keywords in the field of specialization (optional)

Type keywords in the field of specialization

2. List at least one of your scientific areas of interest (**required field**). Then click on the **blue tick** to save the details (**IMPORTANT STEP**).

### Areas

Field	Sub-field	Specialization	
Basic Sciences	Hospital	vdzx	<span style="color: blue; font-size: 20px;">✖</span>

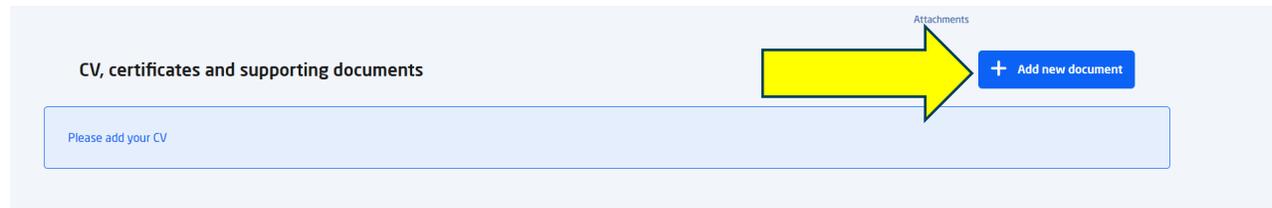
Basic Sciences <span style="float: right; color: green; font-size: 18px;">✓</span>	Hospital Administration <span style="float: right; color: green; font-size: 18px;">✓</span>	Type Specialization <span style="float: right; color: blue; font-size: 20px;">✓</span>
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## Stage 8: Attachments



1. Click on the **blue icon** to upload your CV
  - CV must be in English
  - Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB



2. Select the File type from the dropdown list.

### Add new document

The screenshot shows the 'Add new document' form. At the top, there is a light blue box with the text 'The CV should be in English'. Below this are three sections: 'File type', 'File title', and 'Attachment'. The 'File type' section has a dropdown menu with 'Choose file type' selected. A green arrow points from the left towards this dropdown. The 'File title' section has a text input field with 'Type file title' inside. The 'Attachment' section has a large dashed box with an upload icon and the text 'Drag and drop here or Browse files'. Below this box, it says 'Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB'. At the bottom of the form are two buttons: 'Cancel' and 'Add'. A large yellow arrow points from the right towards the 'Add' button.

3. List the File title. Upload your document. Note: all fields are mandatory.

## Add new document

The CV should be in English

### File type

Choose file type

Type is required

### File title

Type file title

File title is required

### Attachment



Drag and drop here

or

[Browse files](#)

Accepted file types: .pdf, .doc, .docx, .jpg and .png. Max file size: 1 MB

Attachment is required

Cancel

Add

4. Then click on **'ADD'** to save the details.

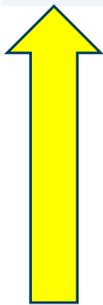
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## Stage 9: Summary



1. Please revise all fields to ensure completeness of your registration form.
2. You must certify that all the information is true at the bottom of the page to create the profile and send your application to NCBE for approval.

I hereby certify that all the above information is true and correct.



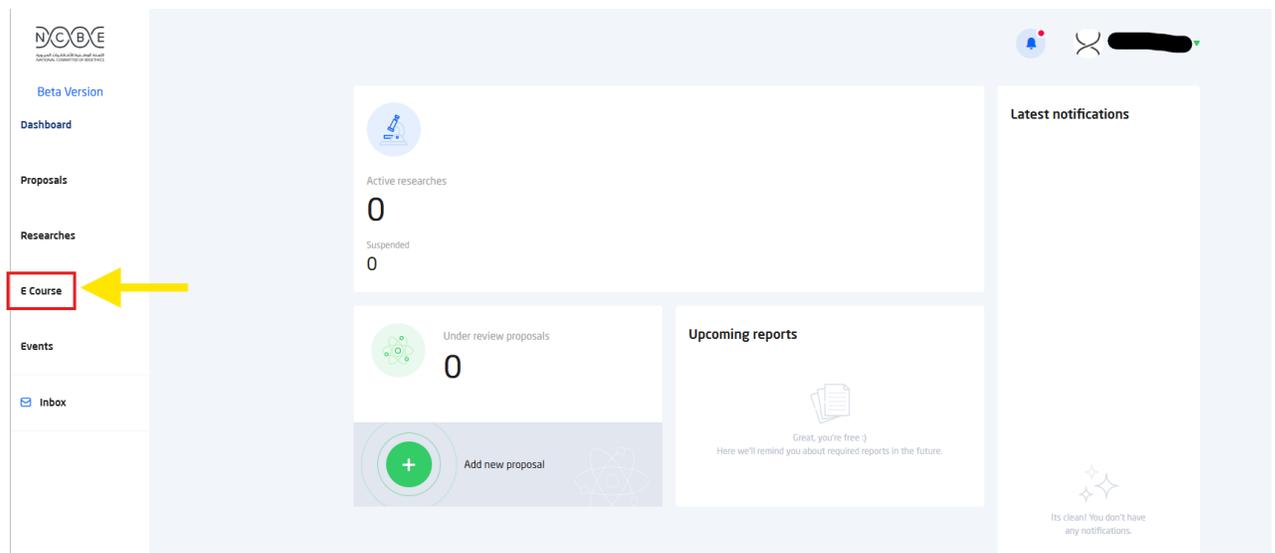
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## 8. Wait for NCBE to approve your application

Once you complete your registration form, your application will be reviewed by the NCBE. This is a manual process, and it might take a few days. You will receive a confirmation email once your application has been successfully approved by the NCBE.

## 9. Complete the NCBE training

1. Go to the NCBE Portal (<https://ncbeportal.kacst.gov.sa/>),
2. Log in to the NCBE Portal with your username and password,
3. Click on **E-Course** on the left-hand side menu, then click on **START YOUR TRAINING**



4. The training has four video modules followed by a quiz.
5. The training session takes approximately 25–30 minutes. The quiz is about 10–15 minutes long.
6. You can pause the presentation at any time and resume it later.

## 10. NCBE Certification

1. A certification will be available once you complete the four modules and complete the quiz.
2. Your NCBE training certificate is **valid for three years**.
3. This certification is available to download at any time from your NCBE profile.

The screenshot shows the NCBE portal dashboard. On the left is a navigation menu with items: Beta Version, Dashboard, Proposals, Researches, E Course, Events, and Inbox. The main content area has several sections: a green banner for 'Your E-course is up to date!', a blue section for 'Get new knowledge!' with 4 videos and 4 minutes of material, and a dark blue bar for 'Completed materials: 4/4'. Below this is an 'E-course logs' table with columns: Date of attempt, Result, Percentage of good answers, Expiration date, and E-. The table contains one row with a 'Download Certificate' button highlighted in red, a result of 87% (19/22), and an expiration date of 28/08/2027. A large yellow arrow points from the left towards the 'Download Certificate' button.

Date of attempt	Result	Percentage of good answers	Expiration date	E-
		87% 19/22	28/08/2027	

4. Attach your NCBE certification to the IBEC/IACUC Protocol (Team member Section).

## 11. Support Contact

Please contact [research.compliance@kaust.edu.sa](mailto:research.compliance@kaust.edu.sa) if you need further support with this application process.

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